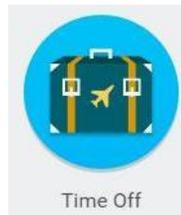


## View Time Off (Leave) Balance by Specific Period

Use this procedure to view your year-to-date leave balances and pay period leave balances as of a date you select.

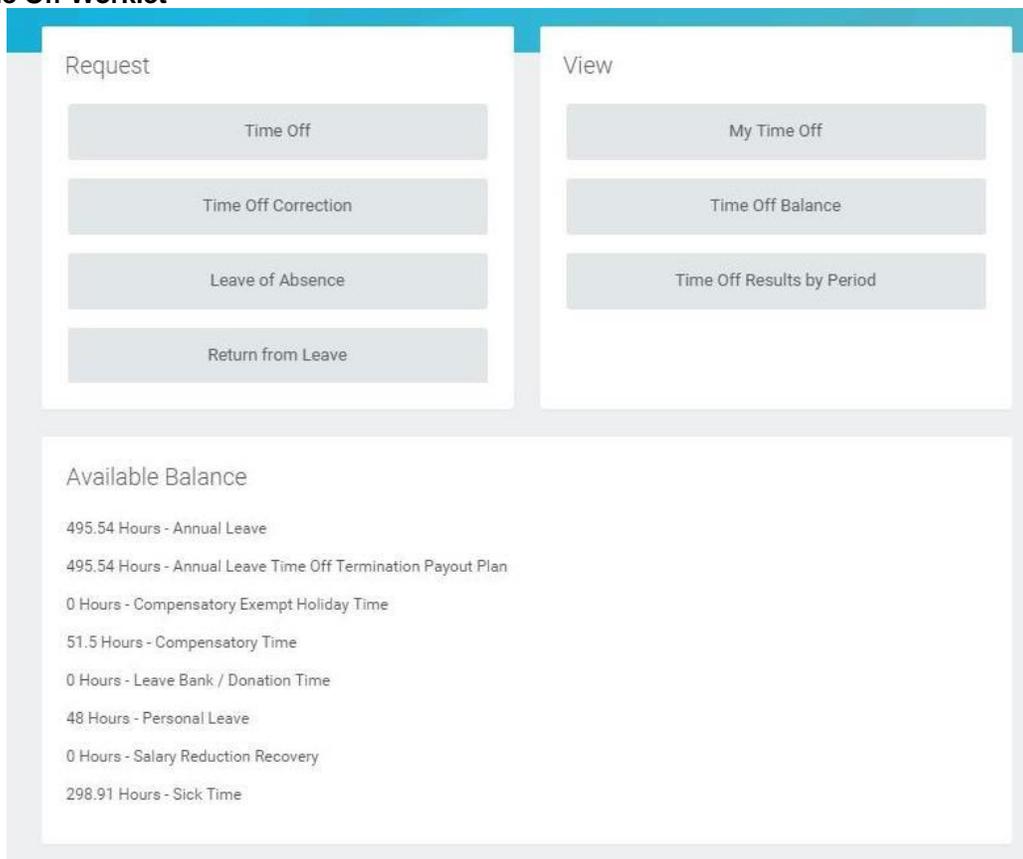
**Questions?** Please contact your agency Timekeeper or HR Office for questions regarding leave requests and balances.

### Procedure:



1. From the Home page click on the **Time Off** worklet.

#### Time Off Worklet



The screenshot shows the Time Off Worklet interface. It is divided into two main sections: 'Request' and 'View'. The 'Request' section contains four buttons: 'Time Off', 'Time Off Correction', 'Leave of Absence', and 'Return from Leave'. The 'View' section contains three buttons: 'My Time Off', 'Time Off Balance', and 'Time Off Results by Period'. Below these sections is an 'Available Balance' section listing various leave types and their corresponding hours.

Leave Type	Hours
Annual Leave	495.54
Annual Leave Time Off Termination Payout Plan	495.54
Compensatory Exempt Holiday Time	0
Compensatory Time	51.5
Leave Bank / Donation Time	0
Personal Leave	48
Salary Reduction Recovery	0
Sick Time	298.91

2. Under View, click the **Time Off Balance** button.



**Time Off Balance**

Time Off Balance

As Of \*

3. In the **As Of** field, enter or select an appropriate date.

4. Click the **OK**  button.

**Time Off Balance**

← Time Off Balance Human Torch (W1234567) [X] [Print]

Balance As Of Date 07/01/2015

Values displayed are based on the Balance As Of Date entered. To view details drill down on Year to Date values.

Balances Tracked in Hours 16 items [X] [Filter]

Time Off Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period	
Annual Leave	Hours	307.6		99.97	0	407.57	0	0	0	407.57	407.57	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)	
										Total:	407.57	407.57	
Annual Leave Time Off Termination Payout Plan	Hours	307.6		99.97	0	407.57	0	0	0	407.57	407.57	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)	
										Total:	407.57	407.57	
Compensatory Exempt Holiday Time	Hours	0		0	0	0	0	0	0	0	0	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)	
										Total:	0	0	
Compensatory Time	Hours	0	0	0	0	0	0	0	0	0	0	06/24/2015 - 07/07/2015 (Bi-Weekly Regular)	
										Total:	0	0	
Leave Bank / Donation	Hours	0		0	0	0	0	0	0	0	0	06/24/2015 - 07/07/2015	

5. On the **Time Off Balance** page, review the year-to-date leave balances and pay period balances as of the date selected on the previous page.



**Information:** Values displayed are based on the **Balance As Of Date** entered on the last page. To view details, click on the links in the columns with Year-to-Date values.

**Time Off Balance Page**

#	Column	Then
1	<b>Time Off Plan</b>	Leave types, for example: <ul style="list-style-type: none"> <li>- Annual Leave</li> <li>- Annual Leave Time Off Termination Payout Plan</li> <li>- Compensatory Time</li> <li>- Cash Overtime (FLSA) Compensatory Time</li> <li>- Compensatory Exempt/Non-Exempt Holiday Time</li> <li>- Leave Bank/Donation Time</li> <li>- Personal Leave</li> <li>- Salary Reduction Recovery</li> <li>- Sick Time</li> </ul>
2	<b>Unit of Time</b>	Unit of time for the leave type (e.g., hours).
3	<b>Beginning Year Balance</b>	Beginning leave balance for the next 12-month period.
4	<b>Accrued Year to Date</b>	Leave accrued year-to-date.
5	<b>Time Off Paid Year To Date</b>	Total leave paid year-to-date.
6	<b>Beginning Period Balance</b>	Beginning balance as of the pay period.
7	<b>Accrued in Period</b>	Hours accrued in the pay period.
8	<b>Time Off Paid in Period</b>	Leave paid in the pay period.
9	<b>Carrover Forfeited in Period</b>	Total hours that have been lost and cannot be used during the pay period, e.g., loss of Annual Leave or Compensatory Leave.
10	<b>Ending Period Balance</b>	Ending leave balance for the current pay period.
11	<b>Ending Period Balance Including Pending Events</b>	Ending leave balance for approved <u>and</u> unapproved leave in the period.
12	<b>As of Period</b>	Pay period by which all period balances (displayed in columns 6 – 11) are calculated.

6. The System Task is complete.